



LEIGHTON PARK
FOUNDED 1890

Guided Distance Learning Programme

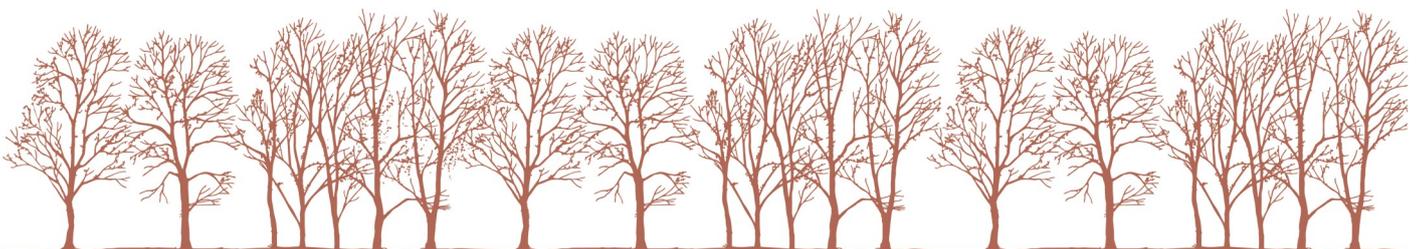
March 2020

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*“Do you recognise the needs and gifts of each member of
your family and household, not forgetting your own?
Try to make your home a place of loving friendship and enjoyment,
where all who live or visit may find the peace and
refreshment of God’s presence.”*

- Quaker Advices and Queries



Overall principle

Guided distance learning will be provided for all students of Leighton Park School to ensure that all students continue to receive a high quality of education.

Introduction

Leighton Park has established a Guided Distance Learning programme and we are excited by the opportunities that it presents. Parents and guardians will understand that with all new systems and procedures there will be issues that arise. As always, we welcome your feedback and suggestions to enable the School to continue to improve.

Higher education is already moving rapidly into online and distant learning and therefore the skills learnt during this period will be useful for all students in the future. Leighton Park has embraced the possibilities of online learning earlier than many schools, with our use of Google Classroom and Chromebooks already embedded into our approaches to learning.

Within our design of the Leighton Park School Guided Distance Learning Programme, we have endeavoured to maintain the elements that we believe make Leighton Park an exceptional school. Firstly, the desire to maintain our personalised learning approach that treats every student as an individual at all times to inspire achievement. Secondly, our Quaker values, which build character and our strong community. Now more than ever, everyone in our Leighton Park community will be called upon to bring these values to life.

Students will have curriculum work set each day that enables them to make progress. We would also like to encourage your family to have a look at the wider creative learning opportunities that will follow as part of our 'LP@Home' offering. Making purposeful use of this time to follow your passions and learn something new is an approach we would like to encourage every Leighton Park student to adopt. We hope there will be many student achievements and admirable endeavours to celebrate when we come together in school again.

Online learning within virtual classrooms will require students to be motivated and parents and guardians to support them in their studies. However, we believe that it will develop in all students the skills required for independent learning alongside the 21st Century skills to learn in a digital environment.



Aims of the Guided Distance Learning Programme

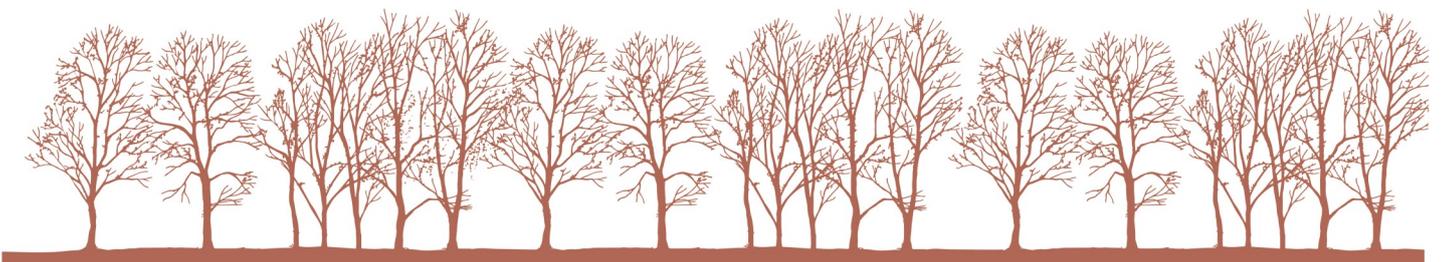
To maintain the key principles of an outstanding education

- Personalised learning
- Innovative pedagogy
- Developing independent learning

To continue to develop the skills and systems within the School to enable learning through modern technology.

To maintain excellent communication with parents and support them within the change to the school environment.

To ensure that all students, parents and staff are healthy, safe and happy.



Reducing the Impact of Screen Time during Guided Distance Learning

Screen time solutions to maintaining a healthy guided distant learning environment

Ensure all children have at least one physical activity every day. Please see suggestions from our Director of Sport, Jez Belas, which will be shared with you via LP@Home on Mondays and Thursdays.

Remove television sets, iPads and other devices from bedrooms.

Reduce time spent on phones, watching television or playing on games consoles.

Ensure that all children get at least eight hours of sleep.

For an innovative solution to help stay off smart phones and maintain focus, have a look at <https://www.forestapp.cc/>

Learning environment-based solutions to maintaining a guided distant learning environment

Balance your screen brightness with your workplace:

- Do not work in a dimly lit room, with a bright screen
- Try to be in a mid-lit room, with the computer screen away from a window.
- Use a desk lamp to aid lighting within a room.
- Change your display brightness within your computer's system settings.

Posture is key:

- Working at a computer for any period of time should be well planned.
- Sit comfortably.
- Do not strain your neck.
- Ensure that you stare straight at the computer, to make sure the monitor is at eye level.
- Do not sit too close to the computer screen.

Take frequent breaks :

- As an absolute minimum you should stand up and move around.
- Stretch your body.
- Preferably get some fresh air and walk around outside.

Focus on other things within a room every 20 minutes:

- Do not stare at a computer screen for too long.
- Ensure that you regularly focus on something else in the room at a greater distance.

Device-based solutions to maintaining a guided distant learning environment

Adjust your monitor refresh rate:

- Some monitors have a low refresh rate which makes them flicker, although not always noticeably.
- A low refresh rate can cause eye strain.
- Set the refresh rate as high as possible in your Display properties.

Don't read a font that is too small:

- Squinting can cause eye strain and produce headaches.
- Enlarge text using the zoom function to ensure that you can read it easily.

Use a screen filter:

- Either apply a physical screen filter or use the device's settings to reduce the blue light from the screen. On Chromebooks, under 'Settings' (bottom right of the screen by the clock) you can use the 'night light' setting and easily adjust the screen 'warmth'.
- Software called Flux is a free download for Windows: <https://justgetflux.com/>

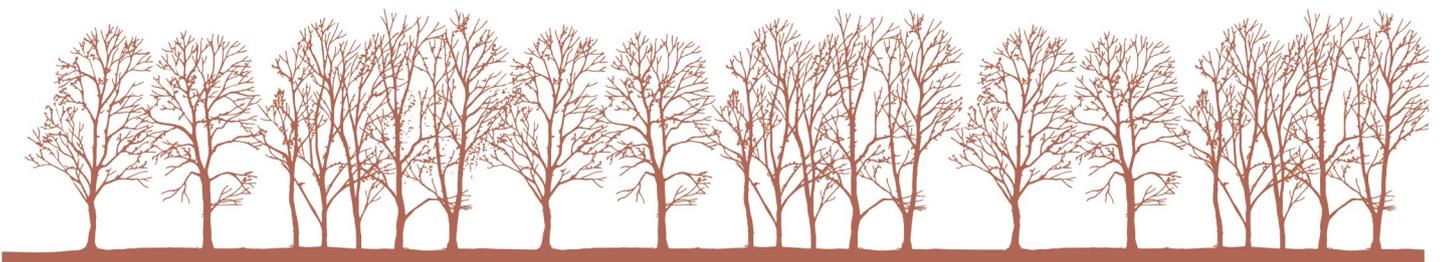
Keep your screen clean:

- Ensure that you clean your screen and make sure it is not covered in dust.



Responsible Guided Distance Learning: Expectations of Students

- Participate as fully as possible and contribute positively to the online classroom environment.
- Behave appropriately and responsibly in all communications with teachers, peers and others: understand that this is seen as an extension of the normal classroom.
- Follow the timetabled teaching and learning programme as much as possible.
- Regularly check Google Classroom to see the instructions for each lesson.
- Endeavour to complete all work set to the best of your ability and independently.
- Make sure all work/assignments set by your teachers are uploaded electronically so that regular feedback can be given to support your progress.
- Contact your class teacher in the first instance if you have any queries about the work.
- Communicate with teachers if work cannot be completed for any reason.
- Do not record or take photos of my peers or teachers during Distance Learning.
- Do not deliberately browse, download, upload or forward material that could be considered offensive or illegal.
- Understand that your tutor is available for you if there are any concerns or worries.
- Use the suggestions from the PE Department to keep fit and healthy.
- Do not share recorded lessons publicly.



Responsible Guided Distance Learning: Parent Guidelines

Leighton Park wants to ensure that both parents and students are aware of the expectations surrounding approaches to Leighton Park's Guided Distance Learning programme. All students are expected to read, understand and adhere to the Guided Distance Learning Expectations. This document, alongside all regular school policies, outlines the expected approach from students for the duration of the Guided Distance Learning programme. In order to support Guided Distance Learning, we request that parents facilitate the following, wherever possible:

- Provide a quiet workspace that is free from distraction.
- Encourage and support your child with his/her work - including finding an appropriate place to work, checking that set work is completed by the end of each day and ensuring that the timetabled teaching and learning programme for the day is followed.
- Ensure your home network meets technical requirements.
- If you have any concerns, please contact the class teacher for subject-specific queries in the first instance.
- Heads of Department are also available to support - please see their names and contact details at the end of this booklet.
- Ensure that your child accesses Google Classroom every school day.
- Minimising parental involvement during Google Meet sessions. The interactions in Google Meet sessions should be between the teacher and the students.
- Encourage your child to work independently as much as possible.
- Discuss the learning outcomes that have been achieved each day.
- Inform the School if you are concerned about the progress your child is making.
- Inform the School if your child is unwell and unable to complete set tasks.
- Encourage your child to complete all tasks to the best of his/her ability.
- Encourage a balanced lifestyle that involves daily exercise.
- Prioritise your child's wellness and happiness over completion of work. Teachers will be setting work which is optional as well as the core work needed to be completed.
- Remaining patient and flexible as children and teachers adjust to this new way of working.

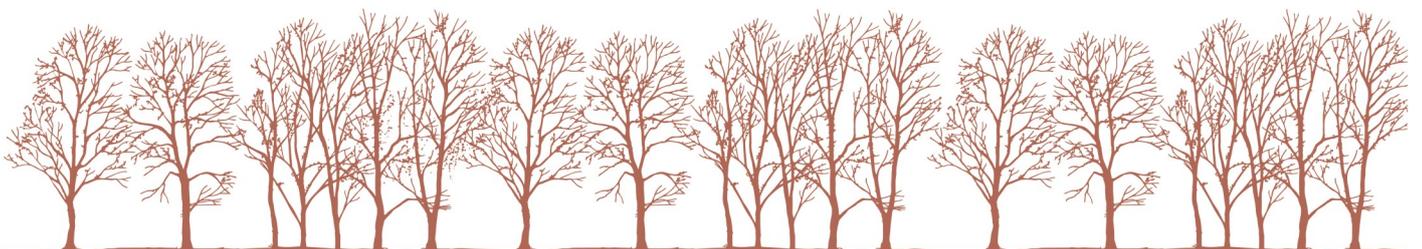
Information for Students in Years 7, 8 & 9

What will be happening each day?

- Three subjects each day will set you a lesson's worth of work to guide your learning and help you progress.
- Lesson activities, resources and assignments for each subject will be posted on Google Classroom by 8.15am on the day of a lesson each day.
- Please refer to the timetables on the next page to see which subjects will be setting work on each day.
- Please note that these timetables replace the previous communication via the eBulletin on Wednesday 18th March which indicated that prep timetables would be used.
- The week commencing Monday 23rd March is a Week 1, and term ends at 1.00pm on Friday 27th March.
- When we return from the Easter Holiday, this will be Week 2.

What will I need to do?

- Please check Google Classroom at the start of each day, and regularly after that, for updates.
- You should complete the work set by each of the three subjects on the day that it is set, and before the deadline specified by your teacher for the completion and upload of each assignment - this is the minimum expectation.
- Submit your assignments on Google Classroom once they are complete, so that your teacher can mark your work and give you feedback. We will be following the School's Marking Policy.
- Prep will be embedded into the study activities set by each teacher. It will not be set separately.
- As a guide, we would encourage you to allot specific periods for your academic work, interspersed with time away from your screen and physical activity.
- You are not required to follow your normal timetable, but work should be complete before the next three subjects set work the next day.
- If you do not keep up with the work set, your teacher will contact your parents/guardians.
- If you are unwell, please make sure that your parents/guardians inform the School so that we can take this into account when monitoring your completion of work.



Timetables for Years 7, 8 & 9

Year 7 Timetables

Week 1					Week 2				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
Maths	English	Maths	English	Science	Maths	English	Maths	English	Science
History	Science	Art	Geog	Spanish	History	Science	Art	Geog	Spanish
Music	Drama	Mandarin	B&V	ATL	Music	Drama	Mandarin	B&V	Comp Science

Year 8 Timetables

Week 1					Week 2				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
ATL	Maths	English	Maths	English	ATL	Maths	English	Maths	English
Art	History	Comp Science	Science	Spanish	Art	History	ATL	Science	Spanish
Geography	Music	B&V	Lang 2 / EAL	ATL	Geography	Music	B&V	Lang 2 / EAL	ATL

Year 9 Timetables (both weeks are identical)

Week 1					Week 2				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
English	Maths	English	Chem	Maths	English	Maths	English	Chem	Maths
Geog	Art	History	Lang 1 / EAL/ATL	Music	Geog	Art	History	Lang 1 / EAL/ATL	Music
Physics	Lang 2 / EAL/ATL	Biology	DT/ Comp Sci/Food Tech/ Textiles	B&V	Physics	Lang 2 / EAL/ATL	Biology	DT/ Comp Sci/Food Tech/ Textiles	B&V

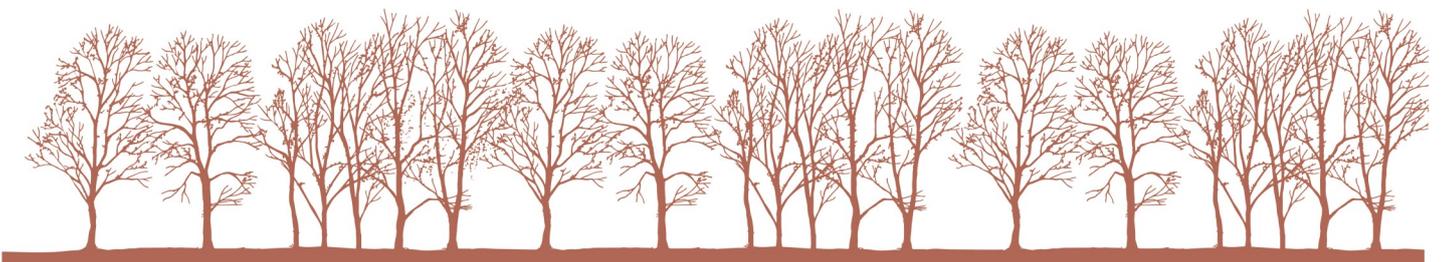
Information for Students in Years 7, 8 & 9

What if I need help and support?

- Please contact your class teacher by email in the first instance. Teachers will respond to you on the same day as your query but you may need to be patient.
- All your friends in the same class will have been issued the same work - you may find it helpful to work collaboratively or ask them if you have a question.
- Think about the learning resilience strategies that we have covered in Approaches to Learning: you will need to develop effective independent learning skills. Don't worry if this feels difficult at first. Your independence will develop if you show resilience.
- There are a wealth of resources available online that will help with your learning. Please see the School Library's homepage (under students' leighton-park.com bookmarks) for recommended resources. We will share more as our distance learning programme develops.
- The contact details for Heads of Department are at the end of this booklet. You may contact the Head of Department if you have a particular concern or query.

What happens after I complete my work each day?

- Your teachers will monitor your work and make sure you are completing tasks.
- They will provide feedback and marking in line with the School's Marking Policy, to enable you to make progress. Do read their feedback carefully and act upon targets given to make improvements.
- There is so much more you can be doing to enrich your time and broaden your learning! Through our LP@Home communications, we will share eCollects, fitness activities, creative competitions and community outreach suggestions to bring STRIPES to life from your home. Use your time purposefully - the possibilities for what you could achieve are enormous.



Information for Students in Years 10, 11 and the Sixth Form

What will be happening each day?

- Each day, you will be set work by each of the teachers that you would normally have seen for a lesson.
- Lesson activities, resources and assignments will be posted on Google Classroom by 8.15am on the day of a lesson.
- Year 11 students and Sixth Form classes may also be invited to participate in a Google Meet, to receive more interactive support from your teacher. If these are taking place, they will be scheduled at the times you would have normally had a lesson in the subject. You will find links for these in your Google Classrooms.
- The week commencing Monday 23rd March is a Week 1, and term ends at 1.00pm on Friday 27th March.
- When we return from the Easter Holiday, this will be Week 2.

What will I need to do?

- Please check Google Classroom at the start of each day, and regularly after that, for updates.
- You should complete the work set for each of the subjects on the day that it is set, and before the deadline specified by your teacher on the assignment - this is the minimum expectation.
- Submit your assignments on Google Classroom once they are complete, so that your teacher can mark your work and give your feedback. We will be following the normal school marking policy.
- Prep will be embedded into the study activities set by each teacher. It will not be set separately.
- We recommend that you try to follow the timings of your normal timetable in order to stay on top of the work set, and to give Year 11 and Sixth Form students the opportunity to participate in any Google Meet opportunities run by the teacher.
- We encourage you to intersperse your academic work with time away from your screen and physical activity.
- If you do not keep up with the work set, your teacher will contact your parents/guardians.
- If you are unwell, please make sure that your parents/guardians inform the school so that we can take this into account when monitoring your completion of work.



Information for Students in Years 10, 11 and the Sixth Form

What if I need help and support?

- Please contact your class teacher by email in the first instance. Teachers will respond to your query as soon as they can, but you may need to be patient.
- All your friends in the same class will have been issued the same work - you may find it helpful to work collaboratively or ask them if you have a question.
- There are a wealth of resources available online that will help with your learning. Please see the School Library's homepage (under students' leightonpark.com bookmarks) for recommended resources. We will share more as our distance learning programme develops.
- The contact details for Heads of Department are at the end of this booklet. You may contact the Head of Department if you have a particular concern or query.

What happens after I complete my work each day?

- Your teachers will monitor your work and make sure you are completing tasks.
- They will provide feedback and marking in line with the school marking policy, to enable you to make progress. Do read their feedback carefully and act upon targets given to make improvements.
- You should also be undertaking revision of the topics you have already covered within your subjects. Your mock exams and recent assessments will be a good starting point to establish your areas where most improvement is needed - dig out your papers, make a list of your targets and create an action plan for ways to address each target for improvement.
- There is so much more you can be doing to enrich your time and broaden your learning! Through our LP@Home communications, we will share eCollects, fitness activities, creative competitions and community outreach suggestions to bring STRIPES to life from your home. Use your time purposefully - the possibilities for what you could achieve are enormous.

Considerations regarding final examinations for those in Year 11 and Upper Sixth Form

The UK Government has announced that UK schools, colleges and higher education providers will close this week and that exams will not be held in May and June. Given the challenging circumstances we all currently face, our focus is now on keeping everyone safe and supporting learners to achieve the qualifications they need to progress to the next stage of their lives.

We are awaiting further confirmation from the Department for Education, Ofqual and the other awarding bodies to understand the details of this decision and will share information with our learners and schools as soon as we can.

However, following the announcement, we can confirm that exams will not be held

Information for Students in Years 10, 11 and the Sixth Form

in the UK in May and June 2020. GCSEs, A levels and International GCSEs will not be sat by students in the UK. All Leighton Park students who have been studying for GCSEs, A levels and International GCSEs will receive a grade. Please note that at the time of writing the plan for the IB Examinations for our Upper Sixth students is still unclear. We have been informed that the IB will make a decision by Friday 27th March.

Please read the government statement carefully:

https://www.gov.uk/government/news/further-details-on-exams-and-grades-announced?utm_source=96f31727-1fb9-408b-a7fa-d91d4ceaeb6b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

In the meantime, we would like to highlight to students in these year groups that coursework may still require completion and should be treated as a high priority, as there is a good chance that this will play a role in the evidencing of qualifications to be awarded. We will be working closely with your child next term remotely to establish the information we have been asked to submit to the examination boards. This is in order for us to enable them to access their correct grades. It will be important that we can work with your son or daughter to obtain any evidence that may be required. It is already clear that the submission of information by the School will be vital.

We will share further details on the principles and approach to the awarding of qualifications as soon as possible. This is an unprecedented situation and we understand that it could cause uncertainty and worry for learners and teachers alike. Thank you for your patience until we can bring more updates to you.



LP@Home

LP@Home

In addition to completing your academic work each day, we want to make sure that you have plenty of opportunities to take a slice of LP home with you. By using your time purposefully to engage with the LP community, follow your passions and learn something new, we can bring LP together and build something to be proud of.

eCollect

Collect is a fundamental part of our shared LP community and experience based on Quaker values. We will be sending eCollects to you to share at home, and hope that you will stay connected with the School community by watching each eCollect video and reflecting on the thoughts that each eCollect contributor has to share.

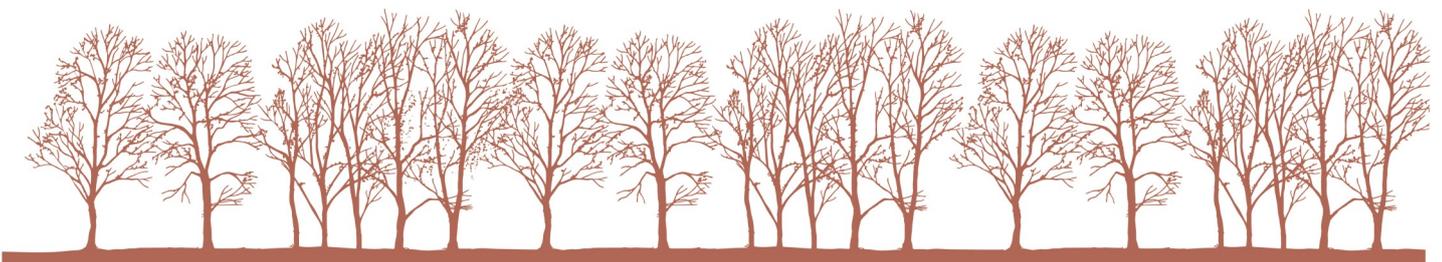
STRIPES

It is in the Leighton Park DNA to be of service. Now is the time to dig deep, hold onto our LP Quaker roots and rise to the challenges faced by our local and global communities at a time of need. There are a whole host of ways you can be a change-maker. We will share practical ideas of how to make a difference to those around you.

Get Fit

The Leighton Park Sport, PE & Wellness team want to help motivate all our students and staff to keep moving when having to stay at home. We will offer the following:

- Live workouts with members of the Sports, PE and Wellness team! Every week day at 10.30am we will use Google Meet so anyone can join in with live workouts which will last 45 minutes (including a 10-minute warm up and cool down). These will have different themes and the link and details for each workout will be posted on the LP Sport Google Classroom the evening before at 7pm.
- A new 'LP Sport, PE & Wellness' Google Classroom for all, where we will post ideas to keep fit at home, inspiration and ideas linked to general fitness and health and also links for sports-specific workouts and discussions.
- A weekly Park podcast, which will come out every Thursday, where members of the Sport & PE Department, but also other staff and students, discuss anything from how they're coping at home to funny stories and other interesting topics.



LP@Home

Get Creative

Get involved by getting creative! Each week, LP@Home will bring new ideas and competitions to you at home. From cooking your family dinner to painting - from writing a poem to keeping a diary, blog or vlog documenting your experiences at this extraordinary time - we want you to compose, concoct and contribute your creativity towards our collective reflection as we learn from home. Stay tuned...

LP Projects

Build something. Plant something. Paint, fix or read something. Who has an instrument lying around the house which you can't yet play? Learn to play it. Learn to speak a new language. Read a work of great literature or learn a poem off by heart. LP Projects will bring you ideas which will take longer than just a day, and once you've started, might enrich you for a lifetime.

Blast from the Past

Before we claim these are unprecedented times, we should have a look at the precedents. Since we were founded in 1890, we've seen through two world wars and other moments which have forged our identity through historic change. Our archivists will help us look at current events through a longer lens, and learn from the past. Leighton Park students gave out food and warm clothes to refugees at Reading Station during the Second World War. What stories can you write today for our future archives? What will we pioneer today, that will make a difference tomorrow?



Useful Contacts

School Contacts

If you or your son/daughter have any questions, suggestions or concerns, then please contact the appropriate subject teacher or Head of Department for queries about academic work, or your child's Tutor for pastoral queries, in the first instance.

Main reception:

Tel: 0118 987 9600

E-mail: schooloffice@leightonpark.com

ICT Support (for technical difficulties of any kind):

Tel: 0118 987 9629

E-mail: itsupport@leightonpark.com

Accounts (for fee enquiries):

Tel: 0118 987 9696

E-mail: jennyrowe@leightonpark.com

Admissions (for new joiners enquiries):

Tel: 0118 987 9608

E-mail: admissions@leightonpark.com

Academic Staff and Heads of Department:

A list of academic staff and Heads of Department is available on our website at <https://www.leightonpark.com/useful-school-contacts/>

External Pastoral Support:

We are here to support our students in a pastoral capacity as usual but, if additional help is needed during this extended period away from School, students may find it helpful to have access to a range of external pastoral support organisations at <https://www.leightonpark.com/external-contacts-for-pastoral-support/>

